

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS
MEETING MINUTES
Board Room
August 27, 2009**

The Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.

Present: Calvin Atchison, Barbara Clinton, Duane Dominy, Karen Doty, Florence Kidd, Robert McNeilly, Adinah Robertson, Phil Ryan, Lavoneia Steele, Robert Stockard, and Maria Valentin-Pridgen

Absent: Brady Banks, Jen Cole, Chawnika Jackson, Sandra Moore, and Renee Pratt

Staff/Others: Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Christy Feldman, Lisa Gallon, and Rickie McQueen

Dr. Atchison called the meeting to order at 12:00 noon

Motion: Approve June 25, 2009, meeting minutes.

Made by: Calvin Atchison

Seconded: Lavoneia Steele

Passed unanimously.

REPORT FROM THE CHAIR

No report

EXECUTIVE DIRECTOR REPORT as reported by Cynthia Croom

FY10 Budget

The Agency's 10% reduction to the FY10 budget has resulted in the elimination of five staff. Three of the five staff applied to internal positions, were interviewed, and hired for the available positions to begin on July 1. Two staff did not apply for internal positions, but are working with Metro Human Resources for placement. One of the two staff persons continues to interview with other Metro departments and within the private sector. The other staff person still has not interviewed with other Metro departments.

Head Start ARRA

Effective July 1, Head Start staff will receive a permanent 3% salary increase plus an additional 1.84% increase effective FY10 only. Additionally, we received funding approval for quality enhancement for Head Start teachers, teacher assistants, and family service specialists' salaries as we were able to document salary disparities, most notably beginning at the fourth year of service, compared to Metro school salaries. Accordingly, these staff will receive \$205 for each year of service with funds dispersed from July 1, 2009 – September 30, 2010

CSBG ARRA

The Agency received \$1.8 million in ARRA funds and will be used to assist CSBG customers whose income is between 125% - 200% of the federal poverty guidelines. This change will allow us to assist customers with higher incomes. The regular CSBG services income guideline caps at 125% of the federal poverty guideline. These ARRA funds must be spent by September 30, 2010. At a meeting between state CSBG officials and CSBG agency executive directors and board chairs, state officials made it clear that all reporting dates must be met for ARRA funds.

CSBG Information Memorandum No 112 including Risk Assessment Assurance

As part of being an ARRA recipient, the Agency participated in a risk assessment with the Metro's Office of Financial Accountability after which we were informed that our preparation to accept and expend ARRA funding is good and is ahead of most Metro departments.

Pathways Out of Poverty grant application

We were notified by the Mayor's Office that we should serve as the lead agency in the application for the U.S. Department of Labor, Pathways Out of Poverty grant application. Partners include Nashville Career Advancement Center (mandated partner), Metro Water Services, MDHA, Metro Transit Authority, Tennessee Technology Center – Nashville, Goodwill Industries, and other non-profit groups. The Grant application, due September 29, 2009, will be for \$2 million beginning January 1, 2010 through December 31, 2011 and fund five staff positions.

FINANCE REPORT as reported by Tyronda Burgess

The year-end report for FY2009 was distributed. Most programs ended June 30, 2009 with a zero fund balance. Programs not required to end FY09 with a zero fund balance include the Fan & Cooling program that operates from donated funds, the Summer Food Services Program (SFSP) that ends July 31, 2009. The Head Start Child and Adult Care Food Program (CACFP), which operates on a October 1 - September 30 program year, currently shows a negative fund balance given that attendance is down during the summer months and reimbursements are based on the number of meals served. As the new school year begins, there will be an increase in CACFP revenue along with any surplus funds SFSP that will be transferred to CACFP budget. Watt Ad assists with utility bills and was expended July 2, 2009. Before & Aftercare program shows a positive fund balance as surplus funds can be carried forward. CSAP has \$200 remaining and will be expended by the time the FY09 books close. Head Start match is at 99%, however, the March, April, and June volunteer hours have not been entered due to staff vacancy. Once the newly hired staff person enters the data, in-kind revenue will exceed its budget. Credit card statements were distributed for review. Beginning July 1, per Metro regulation, most expenditures are processed through Metro's payment services instead of being paid by Agency credit cards. As such, only four staff will have agency credit cards for expenditures that cannot be paid by checks generated through Metro payment services, e.g., airfare for travel, perishables for Head Start meals, etc. Mr. McNeilly requested that when PayPal is the payee, to have the report reflect the actual vendor.

ITEMS REQUIRING BOARD ACTION

By-Laws Committee

After much discussion about the specific wording, this action is deferred to the next meeting.

Community Action Plan

Mr. Cox explained that as part of being a CSBG provider, the Agency's community action plan is submitted to the Tennessee Department of Human Services each year. During the last board meeting, the positions of career coach and math instructor for the CSBG program was board approved. Revision to the community action plan is to include those two positions in the plan.

Motion: Approve Community Action Plan

Made by: Karen Doty

Seconded: Lavoneia Steele

Passed unanimously.

Share the Warmth Agreement

Piedmont Gas has started an initiative similar to Watt Ad where funds donated to Share the Warmth will be dispersed to agencies that assists households with heating/cooling bills..

Motion: Approve Share the Warmth Agreement

Made by: Barbara Clinton

Seconded: Florence Kidd

Passed unanimously.

Head Start CACFP application/grant

The CACFP program provides breakfast, lunch, and snacks for the Head Start program.

Motion: Approve CACFP grant application/contract

Made by: Calvin Atchison

Seconded: Adinah Robertson

Passed unanimously.

Head Start Amendment #2 COLA Financial Assistance Award

The Head Start Amendment #2 – COLA mandates Head Start staff receive a 3.06% COLA adjustment effective July 1, 2009.

Motion: Accept Head Start Amendment #2 and approve revision to classification system to reflect Head Start staff receiving a Head Start mandated 3.06% salary increase as mandated by The Office of Head Start.

Made by: Calvin Atchison

Seconded: Adinah Robertson

Passed unanimously.

Head Start ARRA Financial Assistance Award

The Head Start ARRA awarded: Head Start staff will receive a temporary salary increase of 1.84% effective July 1, 2009 through June 30, 2010. Teachers, teacher assistants and family service specialist will receive a temporary equity adjustment of \$205 for each year of service with funds dispersed from July 1, 2009 – September 30, 2010. A new Head Start curriculum; the hiring of a consultant to assist with implementing the curriculum, and the hiring of two part-time literacy coaches for the program is also included.

Motion: Accept the Head Start ARRA and approve Head Start staff receiving a temporary salary increase of 1.84% effective July 1, 2009 through June 30, 2010 and the Head Start teachers, teacher assistants, and family service specialists receive \$205 for each year of service with funds dispersed from July 1, 2009 – September 30, 2010.

Made by: Calvin Atchison
Seconded: Adinah Robertson
Passed unanimously.

PROGRAM REPORTS

Community Programs

Yesterday, two Self-Sufficiency students passed the GED test with Honors. Mr. Cox provided an in-depth overview of the Summer Food Services Program.

Media/Public Relations

Report not available

Head Start

Report not available

Administrative Services and Operations

On August 31 and September 1, representatives from Gobbel and Hayes, Johnson Controls, Metro General Services, along with Ms. Crook and Mr. Thomas Cartmell, Facilities Manager, will tour the older Head Start centers as part of Metro General Services receiving ARRA green funds for energy conservation.

Human Resources

Report attached.

NEW / OTHER BUSINESS

Mr. McNeilly stated that a license to operate the Frederick Douglass Head Start Center was received. Susan Gray receive a small citing. Berry was cited for a drug screen not occurring for a back-up driver. Tom Joy annual license was renewed and is a 3-Star Center.

Councilman Dominy stated that as of September 1, 2009, he will no longer serve on the board as the council committee terms will expire August 31 (The Health, Hospitals, and Social Services and the Personnel, Public Information, Human Relations-Housing committees of Metropolitan Council each appoint a representative to serve a two-year term on the Board of Commissioners).

Meeting adjourned.
Minutes submitted by:

Barbara Clinton, Secretary
Board of Commissioners